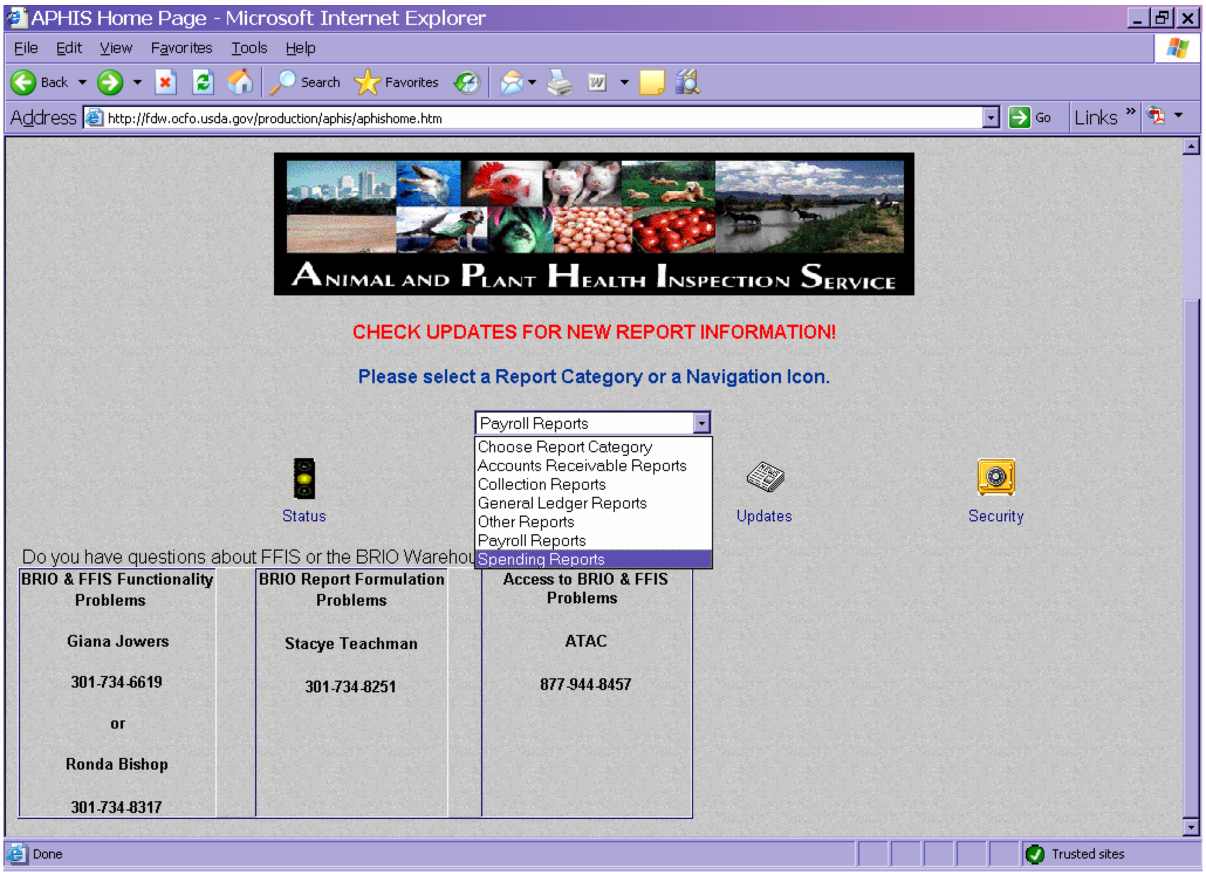
DETAIL TRANSACTION REPORT (DTR) INSTRUCTIONS

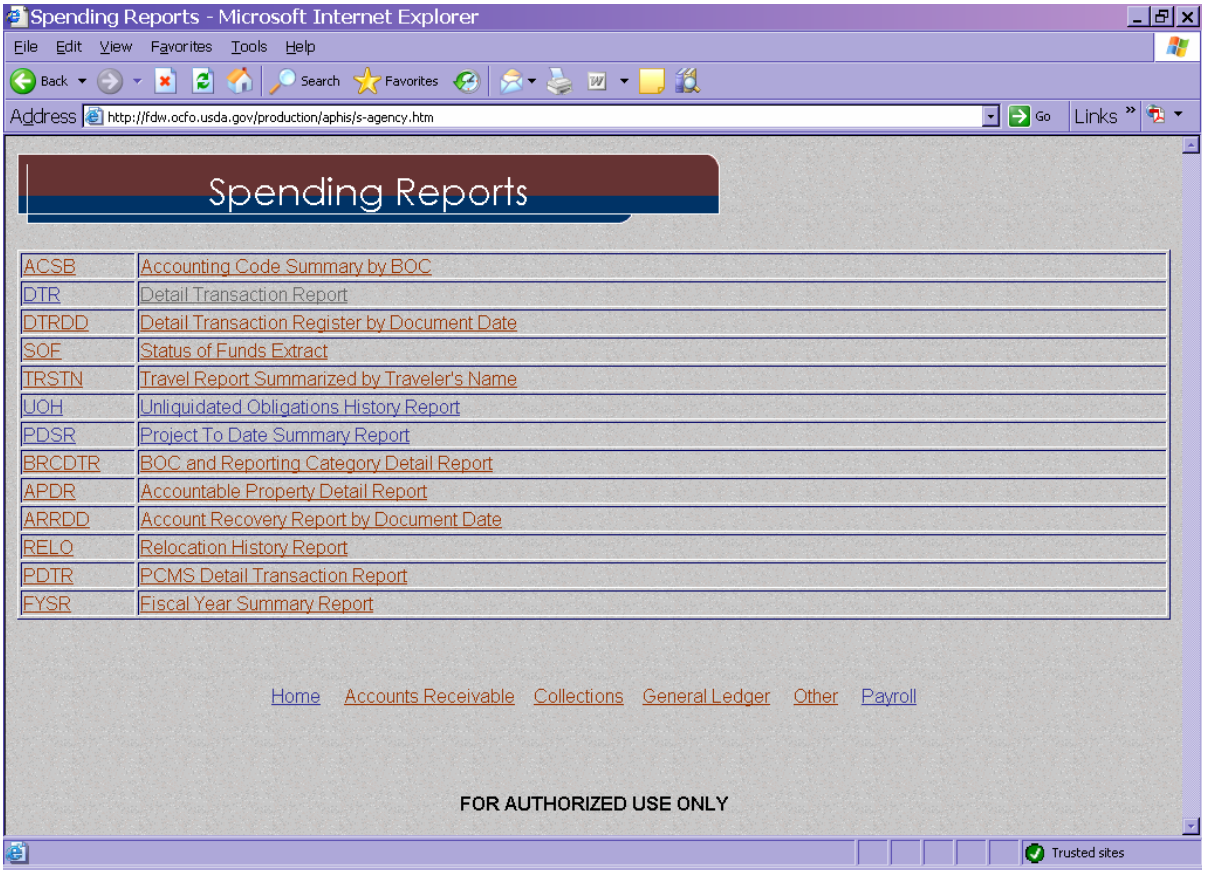
- Follow the instructions on accessing the web site using "INSTRUCTIONS TO ENTER FINANCIAL DATA WAREHOUSE WEB SITE".
- The report is web based and you will be updating the data every time you pull the report. The database is updated nightly, so theoretically you can run this report every day to see what transactions have hit since the last cycle.

Step 1:



1. <**Click**> on "**Spending Reports**". This is where the Detail Transaction Report (DTR) is located.

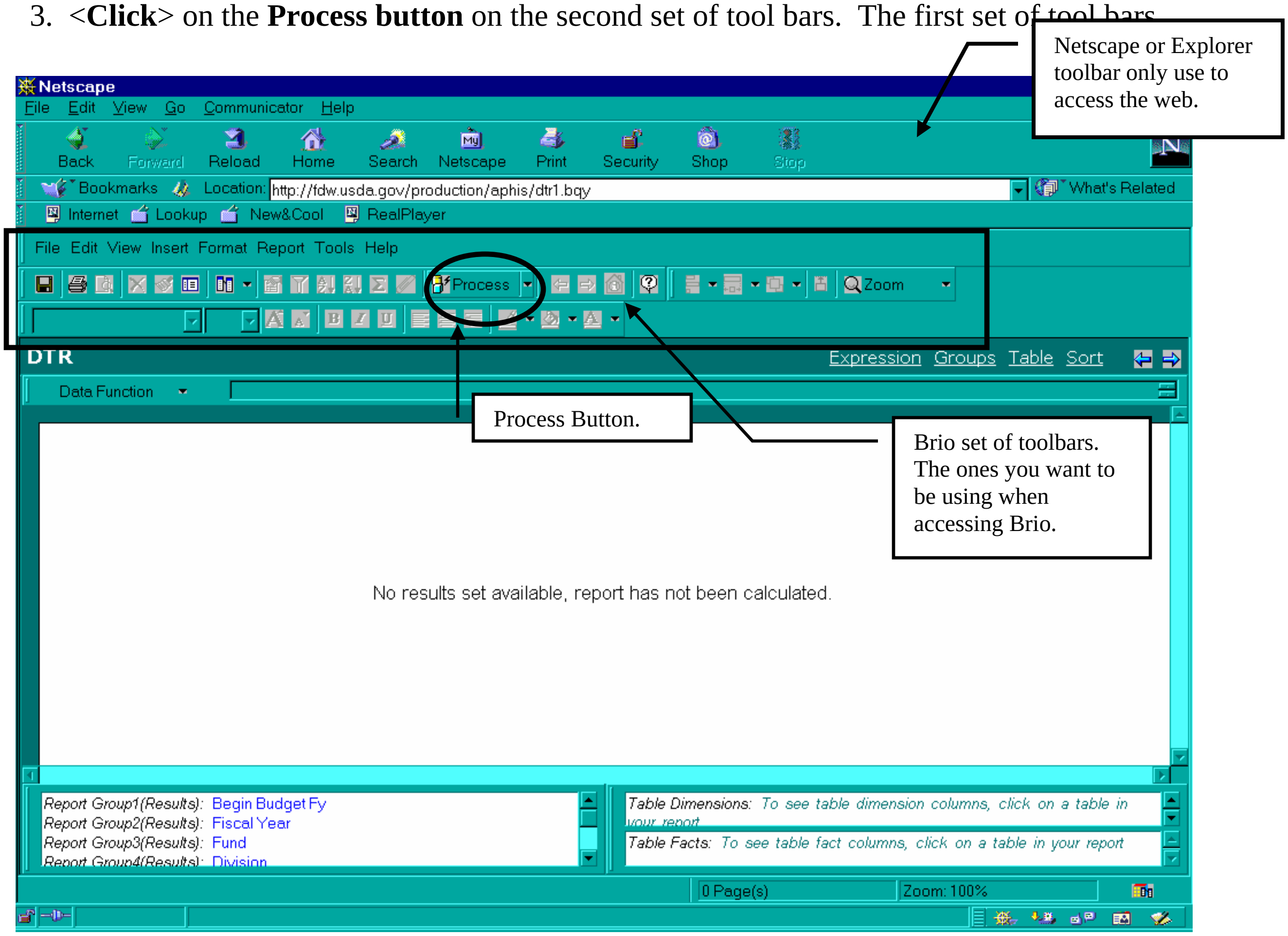
Step 2:



2. <**Click**> on the **Detail Transaction Report**. This will automatic load your Brio plug-in application. You will either have Brio Quickview or Insight.

Step 3:

3. <**Click**> on the **Process button** on the second set of tool bars. The first set of tool bars

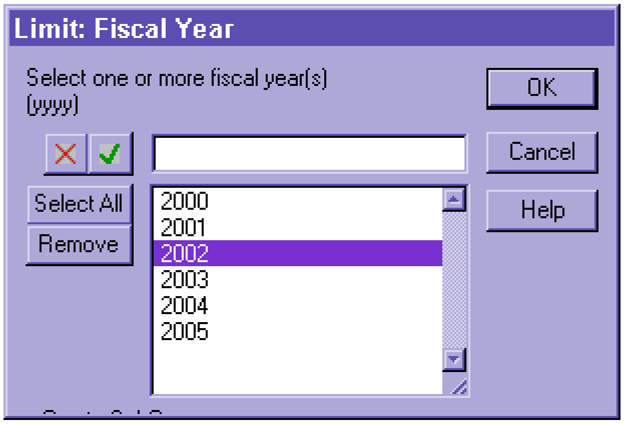


are to run Netscape and the second set is for the Brio program. From this point on all Buttons discussed will be the ones for Brio.

Step 4:

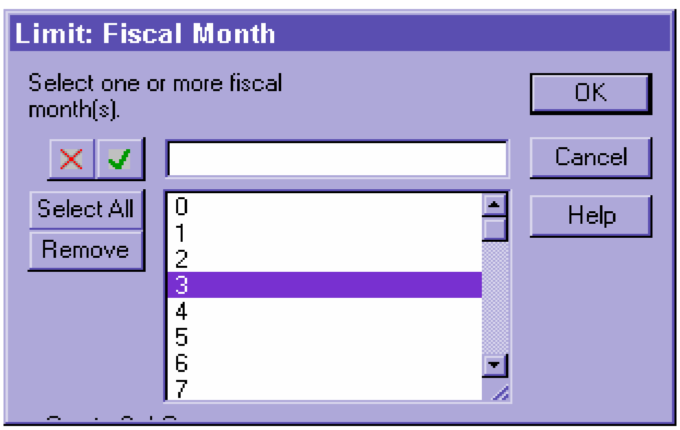
4. You will then have to connect to warehouse. At the "Host User" <**type**> in your **User ID number**. At the "Host Password" <**type**> your password for the Data warehouse. Press <**enter**> when finished. (The password you modified at the Kansas City Warehouse.)

Step 5:



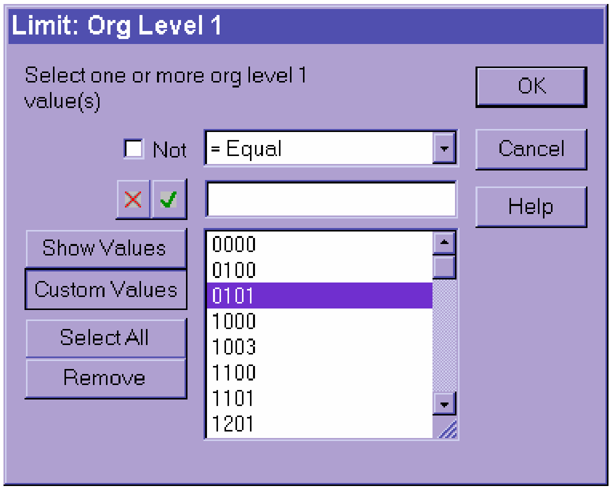
5. <**Click**> on the year. <**Click**> OK buttons. Fiscal Year 2002 will give you all documents that ran in the current year. You will receive prior year information that was paid during this Fiscal Year.

Step 6:



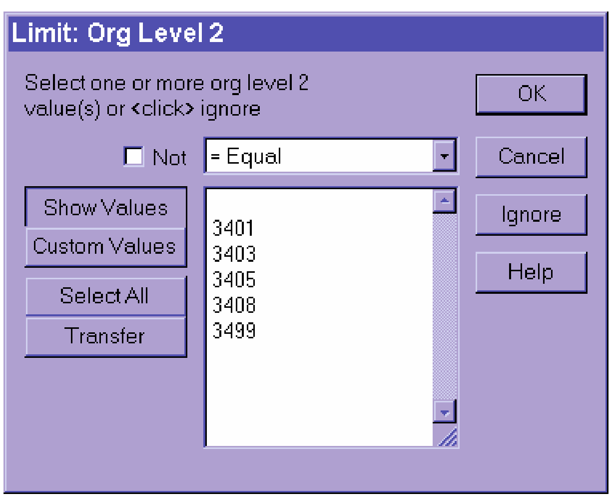
6. Select the months or months desired. <**Click**> on the month, and <**click**> on the OK button. Picking one month will give the data for that month only. Remember in this system month one is October, month two is November etc.. until month twelve which is September. To <**click**> more than one item use the **shift key** which highlights one continuous group or use the **Control** (CTRL) **key** which allows you to pick up non consecutive items.

Step 7:



7. In reporting Org Level 1 <**click**> on your division or region. <**Click**> on the OK button. **Note: You can add organizations, Org Level 1 or Org Level 2 if the one you need is not listed. Simply enter the 4-digit organization code in the box above the list of codes. Click on the check mark to select the organization. Click <OK>**

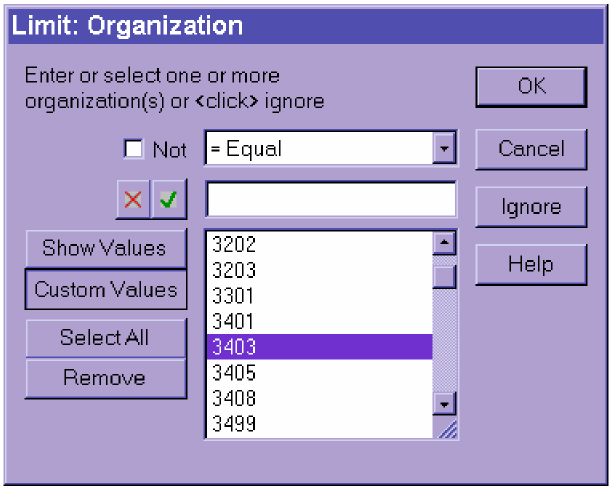
Step 8:



8. <**Click**> on your **Reporting Org 2** which is your Branch or Area/State. <**Click**> on the OK button.

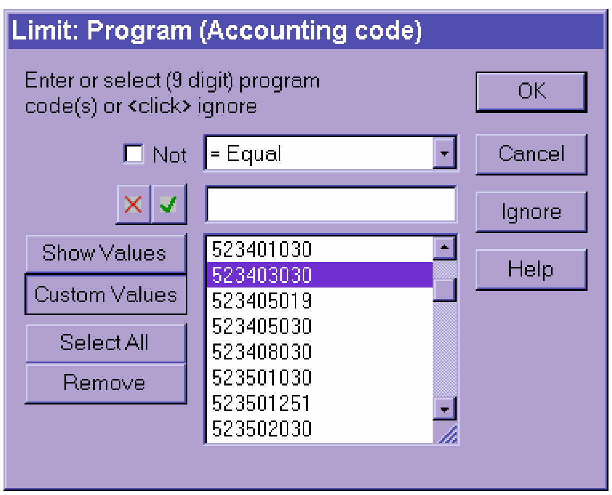
Note: you can also use the Ignore button if you don't want to specify to this level. Support Units should <click> Ignore.

Step 9:



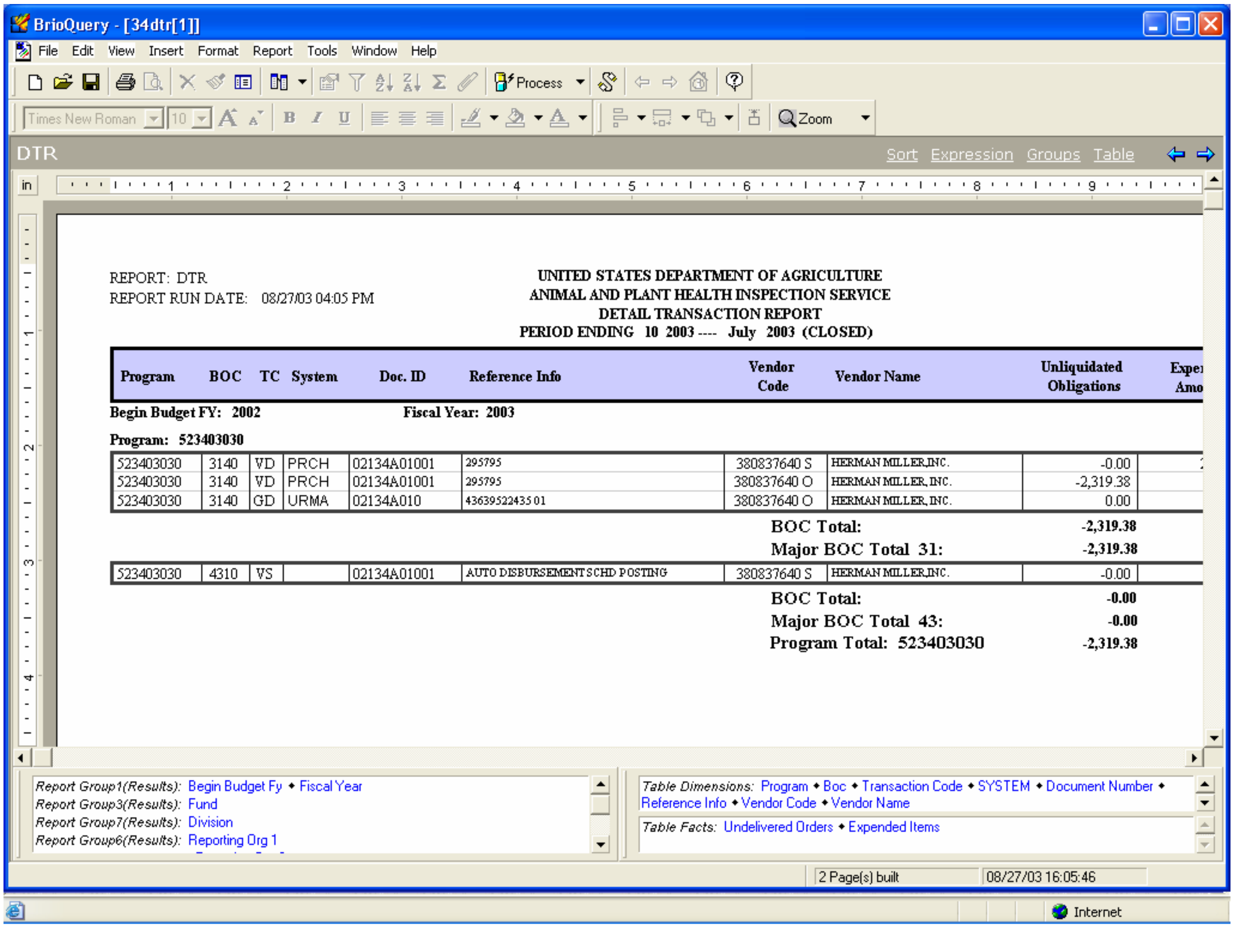
9. <**Click**> on the **Organization** and <**click**> on the OK button. (Middle 4 digits of the program (accounting) code.)

Step 10:



10. <**Click**> on the **Program(s)** which is the Accounting code minus the Budget Fiscal Year. <**Click**> on the OK button.
Note: you can also use the Ignore button if you don't want to specify to this level if you are choosing more than one program code.

Step 11:



11. You have successfully pulled up a DTR.